

STATE OF MAINE
REQUEST FOR PROPOSALS FOR CHILD NUTRITION SERVICES
SUPPORT SERVICES
DEPARTMENT OF EDUCATION

PURPOSE

The intent of this RFP is to obtain proposals for two part-time positions for the Department of Education, Child Nutrition Services. The two part-time positions can be filled by one person, if qualified to do so. The Department of Education is committed to conducting this procurement in an open and competitive manner in full compliance with State and federal regulations and policies.

The resulting contract will be for a partial year period March 1, 2011 through September 30, 2011, which can be renewed for two one-year periods, if mutually agreed to by the State and the vendor and funding is available.

The position of Fresh Fruit and Vegetable Program (FFVP) Coordinator is for 24 hours per week from March 1, 2011 through September 30, 2011 with a renewal option at the sole discretion of the Department of Education from October 1, 2011 through September 30, 2012, if performance is satisfactory and funding continues to be available. A registered dietitian (RD) or RD eligible is preferred. A bachelor of science in a nutrition or nutrition related field with two years work experience in a nutrition field is required. Advance education may be substituted for the work experience.

The Team Nutrition (TN) Grant Nutrition Coordinator is for 16 hours per week from March 1, 2011 through September 30, 2011 with a renewal option at the sole discretion of the Department of Education from October 1, 2011 through September 30, 2012, if performance is satisfactory. A registered dietitian (RD) or RD eligible is preferred. A bachelor of science in a nutrition or nutrition related field with two years work experience in a nutrition field is required. Advance education may be substituted for the work experience.

Statewide travel may be required in both positions with occasional overnight stays. Travel would be reimbursed at the standard rate established by the State of Maine for mileage, meals and incidentals and hotels.

The selected contractor(s) will be responsible for providing services to meet the requirements identified in this RFP, with payment contingent upon meeting these requirements. The Child Nutrition Services Program will interview potential candidates.

The successful bidder(s) will be required to enter into a standard State of Maine Agreement to Purchase Services (BP54), a copy of which is attached to this RFP. Submission of a proposal in response to this RFP will be understood as the bidder's acceptance of the terms and conditions included in Rider B of the Agreement.

SUBMISSION OF PROPOSALS

Submit three (3) sealed copies of the proposal clearly marked Dept of Education, Proposal for FFVP Coordinator and/or Grant Nutrition Coordinator. Proposals must be received by the Division of Purchases **no later than 2:00 p.m. local time on February 18, 2011.** Faxed or emailed proposals will not be accepted. Proposals may be hand delivered to: Division of Purchases, Cross Office Building, 4th Floor, 111 Sewall Street, Augusta, Maine, or may be sent by U.S. mail to: Division of Purchases, 9 State House Station, Augusta, ME 04333-0009. Please note that only proposals actually received by the Division of Purchases by 2:00 p.m. on February 18, 2011 will be considered. There will be no exceptions.

The State of Maine will not accept responsibility for any costs incurred by a bidder in the preparation of their proposal.

CONTRACT ADMINISTRATOR

Bidders should direct written questions regarding these specifications to: Department of Education, Gail Lombardi, 23 State House Station, Augusta, ME 04333, or gail.lombardi@maine.gov: All bidders will receive copies of responses to relevant questions raised by other bidders. Questions received after 2:00 p.m. local time on February 11, 2011 will not be answered. Phone inquiries will not be accepted.

WORK SPECIFICATIONS

Both positions will be located in the Burton M. Cross Office Building, located at 111 Sewall Street in Augusta, Maine. The work will be performed accordingly between the hours of 7:30 a.m. to 5:00 p.m. Occasional evening hours may be required to meet the objectives of providing technical assistance and training. Statewide travel with occasional overnight stays may also be required to meet the objectives.

The following is a list of the major responsibilities associated with the two positions. There may be additional related tasks assigned that vary from day to day.

Responsibilities of the FFVP Coordinator include:

- Performs annual program review and analysis in consultation with the Department of Education's FFVP Program Manager, in order to determine program effectiveness and develop a recruitment plan.
- Provide technical assistance by phone and in-person to schools selected to participate in the Fresh Fruit and Vegetable Program.
- Site visits to schools to assess best practices, barriers to fully implementing the program, and review of expenditures to assess proper use of funds.
- Coordinates FFVP nutrition education opportunities between school staff and community organizations such as Healthy Maine Partnerships, Cooperative Extension, Let's Go and Farm to School.

- Promotes use of locally available produce.
- Interprets state and federal laws, rules, regulations, and policies pertaining to FFVP and schools in order to answer questions and ensure uniform understanding.
- Writes detailed reports and compiles statistical information in order to document assigned program activities.
- Analyzes, evaluates, and develops assigned program implementation methods in order to enhance program effectiveness.
- Compiles and writes educational materials, informational bulletins, and newsletters in order to disseminate information regarding program area.
- Researches and studies assigned program and allied materials in order to develop program and/or increase own knowledge.
- Markets FFVP to income eligible schools to encourage applications in the upcoming school year.
- Develops training programs.
- Conducts Coordinated Reviews Efforts (CRE) and School Meals Initiative (SMI) as part of the Child Nutrition Team.
- Communicates on a regular basis with FFVP Program manager.
- Provides written reports to the Department of Education's FFVP Program Manager, Team Leader and/or designee.

Responsibilities of the Grant Nutrition Coordinator include:

- Provide technical assistance in-person and by phone or email to selected schools ready to apply for the HealthierUS School Challenge. This work includes providing assistance in organizing back-up materials required for a successful application.
- Provide training and technical assistance to schools to move them to readiness to apply for the HealthierUS School Challenge.
- During site visits to schools this position will assess best practices and barriers to fully implementing the HealthierUS School Challenge.
- Compiles and writes informational bulletins and newsletters in order to disseminate information on the HealthierUS School Challenge and implementing Wellness Policies.
- Assist as needed in the development of and provision of trainings described in the Team Nutrition Grant Proposal.
- Assist in the development of training evaluations.
- Attend Advisory Committee meeting/s to provide input into Team Nutrition training plans.
- Responsibilities include organizing, promoting, interpreting, developing, and administering assigned program through consultation with superintendents, child nutrition directors, principals, school health coordinators and cooperating agencies. Work is performed under limited supervision.
- Assists in drafting quarterly reports.
- Communicates on a regular basis with Team Nutrition Project Directors.

BASIS OF AWARD

Selections will be based on the following criteria:

60 points – Proposal Costs

20 points – Experience

20 points - Work Plan

Cost proposal: The lowest cost proposal will get the full 60 points. Cost points for each of the other proposals will be calculated by taking the lowest cost proposal, dividing it by the cost of the proposal being rated and multiplying by the full 60 points.

Indicate the cost per workday in your proposal. These costs must be all inclusive; to include all salaries, benefits, holidays, vacations or other leave, and any other cost related to the administration of the contract and provision of the reception/access services. The proposed cost per workday will be the maximum amount payable to the successful bidder(s) for work under the resulting contract. No reimbursement will be paid for costs not included in the proposed cost per day. Proposals lacking complete and adequate information will not be considered.

The State reserves the right to reject any or all proposals. The Department reserves the right to make a contract award without any further discussion with the bidders regarding the proposals received. The Department, however, reserves the right to conduct discussions with all responsible bidder(s) who submit proposals determined to be reasonably susceptible of being selected for award.

ADMINISTRATIVE/CONTENT ISSUES

The proposal submitted shall contain the following:

1. Costs (per workday) – This portion of the proposal will be weighted 60% of the total.
2. Experience – A description of the organization's professional experience, management and history, including contractual relationships, if any, with other State of Maine departments and agencies. This portion of the proposal will be weighted 20% of the total. The bidder(s) must demonstrate the ability to secure and retain trained personnel to avoid disruption and lock of continuity.
3. Work Plan – A description of the proposed work plan, including experience, understanding and ability to provide continuous coverage with either one or two person(s). This portion of the proposal will be weighted 20% of the total.

Analysis of Bid Proposals for Reception/Access Services

Name of Bidder: _____

a. Cost. (full points 60) Score _____

Lowest cost proposal gets the full 60 points. Cost points for each of the other proposals will be calculated by taking the lowest cost proposal, dividing it by the cost of the proposal being rated, multiplying by the full 40 points.

b. Experience. (full points 20) Score _____

c. Work Plan. (full points 20) Score _____

Scorer _____